



## **PUTTING PEOPLE FIRST**

### **GUIDELINES FOR SUBMISSION OF THE CITY OF BIRMINGHAM'S CARES ACT ALLOCATION APPLICATION**

In response to the Coronavirus Pandemic (COVID-19), President Trump authorized the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 on March 27, 2020. As a result, the U.S. Department of Housing and Urban Development (HUD) awarded the City of Birmingham \$3,512,104 in Community Development Block Grant-Coronavirus (CDBG-CV), \$1,778,614 in Emergency Solutions Grant-Coronavirus (ESG-CV), \$210,170 in Housing Opportunities for Persons With AIDS (HOPWA-CV) and an additional allocation of \$2,710,962 in Emergency Solutions Grant-Coronavirus (ESG-CV2) funds to prevent, prepare for, and respond to COVID-19. The City may also allocate additional funds as they are available through this solicitation. The City of Birmingham is seeking proposals and comments for eligible Activities.

Please submit proposals via email at [housingandcommunityinfo@birminghamal.gov](mailto:housingandcommunityinfo@birminghamal.gov). Email is the preferred method of submission. If an agency doesn't have access to email, please supply an original and two copies of each proposal to the attention of:

**Chris Hatcher, Interim Director  
CARES Act Funding Proposal  
Community Development Department  
710 North 20th Street  
Room 1000 - City Hall  
Birmingham, Alabama 35203**

**Deadline for submission of proposals is Thursday, July 31, 2020, 4:00 p.m.**

Virtual Public Hearings are scheduled for Monday, July 27, 2020, at 9:00 a.m. and 5:30 p.m. The Dial-in number is (605) 313-5111 and Pin 143827. The link to participate via video conference will be made available on the City's website-Community Development Department webpage at [www.birminghamal.gov/community-development](http://www.birminghamal.gov/community-development) by July 24<sup>th</sup>.

Persons needing special assistance (such as translated materials) or a reasonable accommodation to provide comments, please contact the City of Birmingham at [housingandcommunityinfo@birminghamal.gov](mailto:housingandcommunityinfo@birminghamal.gov) or Ms. LaReisha Higginbottom at (205) 254-2309. Please include, "Request", in the e-mail subject line.

## **Eligible Range of Activities**

Here is a list of some broad eligible Activities that we are considering. We are in the process of reviewing HUD guidance to form our funding recommendations. Summarized below is a generalized listing of the range of Activities that may be undertaken:

### **ESG-CV Needs - \$1.7 million**

- **Temporary Housing/Homeless Prevention Programs**
- - Medical Services
- - Housing Vouchers
- - Rental Assistance
- - Mortgage Assistance
- - Utility Payments
- - Storage Moving Assistance
- - Transportation Assistance
- - Childcare Assistance

### **CDBG-CV Needs - \$3.5 million**

- **Small Business Loan Programs**
- - Job Retention
- - Operating Capital
- - Workforce Development and Training
- **Low-Moderate Income Housing Programs**
- - Strategic Acquisitions for Housing
- - Vacant School Buildings
- - Apartment Buildings
- - Hotels/Motels

## **Ineligible CARES Act Activities**

- Any Activity that is not directly related to the prevention of, preparation for, or response to the Coronavirus
- Reimbursement for expenses that have already be accrued – other than rental assistance
- Income payments.
- Supplanting or substituting expenses currently paid for by other sources.
- Improvements to buildings for the general conduct of government.
- General government expenses.
- Political Activities and lobbying.
- Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings and personal properties.
- Operating and maintenance expenses.
- New housing construction.

## **CARES ACT GOALS AND PRIORITIES**

- 1. Provide a cohesive approach that supports the goals of the City of Birmingham Coronavirus response**
- 2. Coordinate with non-profits and other organizations to ensure funding is available to City of Birmingham's most vulnerable populations.**
- 3. Coordinate with non-profits and other organizations to ensure CARES Act funds are working in alignment with and not duplicating other funding sources.**

## CARES ACT COVER PAGE

Service Type	<input type="checkbox"/> Community Development Block Grant <input type="checkbox"/> Rental/Mortgage Assistance <input type="checkbox"/> Homeless Prevention		
CARES Act Type	<input type="checkbox"/> Prevention of the Coronavirus <input type="checkbox"/> Preparation for the Coronavirus <input type="checkbox"/> Response to the Coronavirus		
Operating Agency			
Program Name			
Mailing Address			
Address Services are Delivered			
Executive Director		Phone	Email
Project Director		Phone	Email
Financial Contact		Phone	Email
Person who completed the Application		Phone	Email
Amount of CARES Act Funds Requested \$	Total Program Budget \$		
Estimated number of people who will be served: _____	<b>OR</b> Estimated number of businesses served:		
DUNS Number	Tax ID		

## CARES ACT WORKSHEET

1.

A. Describe the beneficiaries or clients served by the program.	A.
B. How many will be served by the proposed program? (unduplicated -per year)	B.

2. **Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A.
B. How many units of service will be provided by the program?	B.
C. What is the cost per unit of service?	C.
D. Explain the relationship between the cost per unit of service and the total program budget.	D.
E. What percentage of the total budget is CDBG?	E.

3. **Employees.** *Program specific, not for the entire organization.*

A. Is this a new (pilot) program?	A.
B. How many employees are currently employed in this program?	B.
C. How many employees will be employed in this program if it receives CARES Act funding?	C.
D. How many employees will be employed in this program if it does not receive CDB-CV funding?	D.

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A.
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B.
C. How will the units of service be tracked and documented?	C.
D. How will the outcomes be measured, collected, and documented?	D.

*Please limit the Social Service Worksheet to 2 (two) Pages.*

For clarity and consistency, the City encourages you to complete your application in accordance with the following outline:

**I. CARES ACT APPLICATION NARRATIVE**

In a separate document please answer the following questions; you have a maximum of 5 single-sided pages. Be as direct and specific as necessary. Please include question headings, but in order to save space please *do not* restate the question in your response.

**1. Program Description**

Describe the program being proposed. Make sure to explain the “who, what, when, and where”. Is this a new program or an expansion of an existing program?

**2. Need for the Program and CARES Act Funds as it relates to the Coronavirus**

Describe the need in our community, how this need is related to the Coronavirus, and why CARES Act funds are essential to address this need.

**3. Project Management**

Define who will manage the project and how they will manage it. Describe the applicant’s experience in delivering and managing this or similar programs. Please summarize current licensing and accreditations obtained.

**4. Readiness to proceed**

Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing, and networking.

Describe the program’s timeline with dates and times, including the earliest possible start dates, end dates, and milestones as applicable.

**5. Proposed Twelve (12) Month Program Budget**

Provide a narrative explaining the budget and expenses for the program. *Describe exactly what and who the CARES Act will pay for in this program.* Prepare a line-item budget and budget narrative. Indicate the total amount of CDBG, HOME, ESG or HOPWA funds requested. Provide, by line-item documentation of anticipated costs, detailing the manner in which funds will be spent. If applicable, include cost per client.

Does your agency/organization currently receive CDBG, HOME, HOPWA or ESG funds?  
If yes, please provide a summary of how your agency has demonstrated effectiveness in meeting targets and complying with contract.

\_\_\_\_\_ yes

\_\_\_\_\_ no

**6. Statement of Work**

List the overall performance goals and outcome measures of the proposed program/Activity. State in specific terms what is expected to be accomplished over a 12-month period.

List the objectives of the proposed program/Activity. Objectives should address steps to be taken within a 12-month period to accomplish the above listed goals and stated in quantifiable, measurable terms.

Please provide job descriptions of all personnel involved in the delivery of proposed services.

**7. Partnerships, Collaboration, and Outreach**

Describe how you are collaborating with Jefferson County Health Department and other non-profit organizations to form a cohesive approach to the coronavirus. What steps will you take to make sure there is not a duplication of services? How will you reach out to families and businesses in need?

**II. REQUIRED DOCUMENTS**

The following should be submitted with proposal:

**Articles of Incorporation/Bylaws**

Articles of Incorporation are documents recognized by the State as formally establishing a private corporation, business or agency.

**Non-Profit Determination**

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service.

**List of the Board of Directors**

A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, and identification of principal officers.

**Policies and Procedures**

Established procedures to explain rules and regulations, conflict of interest, employee and lines of authority within agency, procurement, affirmative Action plan and grievances procedures, etc.

**Organizational Chart**

An organizational chart must be provided which describes the agency's administrative framework and staff positions. Indicate where the proposed CDBG project will fit into the organizational structure. Identify any staff position(s) whose total salary shall be shared between CDBG and other funding sources. State what percentage of time will be devoted to the CDBG supported Activity.

**Most Recent Financial Audit Report**

**III. APPLICATION EVALUATION**

**Applications will be rated and ranked based on their responses to the application elements.**

- 1. Project Description.....15 points**
- 2. Need for the project and CDBG-CV funds.....35 points**
- 3. Project management.....10 points**
- 4. Readiness to proceed.....20 points**
- 5. Project budget.....10 points**
- 6. Partnership/Collaboration.....10 points**

**IV. RESERVATION OF RIGHTS**

**City of Birmingham reserves the right, at its sole discretion, to award all, a portion, or none of the available CARES Act funding, and may reject any and all proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.**

**City of Birmingham reserves the right to substantiate any applicant’s qualifications, financial information, capability to perform, availability, past CDBG performance.**

**City of Birmingham reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the City to do so.**

**V. POST AWARD AND SUB-RECIPIENT CRITERIA**

**All awards are subject to the City’s receipt of its CARES Act appropriation from the U.S. Department of Housing and Urban Development. All awards are subject to pre-contract negotiations with the recipient.**

**City of Birmingham is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately and, in a manner, to maximize low- and moderate-income public benefit. Grant recipients include City departments, divisions, outside social service agencies, non-profit organizations and local businesses. Monitoring each grant recipient ensures that the goals and objectives identified within the City’s HUD Action and Consolidated Plan are met. Copies of the monitoring reports are kept in the Community Development Office.**

**Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of CARES Act funds. The forfeited funds will be then returned to the CARES Act program for reallocation.**

- CARES Act recipient shall not incur any costs or obligate any CARES Act funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the City of Birmingham, a contract between City and the recipient is executed, and an environmental review is complete.
- The CARES Act Program Year will start as soon as the City receives funding from HUD. CARES Act Programs will have one year to complete their program.
- CARES Act recipients shall ensure recognition of the role of the City's Community Development Block Grant program in providing services.
- All non-profit recipients must provide the following insurances:
  - Liability Insurance with City of Birmingham listed as an additional insured
  - Worker's Compensation Insurance
  - Unemployment Insurance
  - Crime coverage or a fidelity bond
- CARES Act recipients will be required to maintain accurate records documenting the prevention of, preparation for, response to the Coronavirus AND records documenting targeted populations and/or areas being served by the program or project. CARES Act recipients will provide quarterly reports to the City demonstrating the above eligibility requirements are being satisfied. The CARES Act recipient must collect and track data elements associated with the program/project requesting funding.
- Recipients will be asked to provide a final summary reporting all accomplishments and outcomes to be provided to HUD and the public. This includes a description of the impact or outcomes of the program or project. Quarterly updates may be requested and must be provided. If requested, funded recipients must comply.
- Sub-recipients are required to:
  - Collect and track data elements associated with the program/project requesting funding. These elements may include: how the person/household/business was directly impacted by the coronavirus, number of persons/ households/businesses served, family size, race/ethnicity, income documentation, and residency documentation. Additional elements such as underwriting for business programs will be required, collected and tracked depending upon the nature of the program.
  - Submit performance reports to the City on a quarterly basis. The reports are reviewed for accuracy, performance measures and compliance. In addition, on-site monitoring/auditing of agencies for ongoing compliance and eligibility is done by the City to ensure income guidelines and residency are being met and goals are being reached.